

Request for Qualifications

ACQ-2011-0701-RFQ

Washington State Roadway Toll Systems

Offered by

Washington State Department of Transportation

ISSUE DATE: July 25, 2011

DUE DATE: August 19, 2011



**Washington State
Department of Transportation**

Contents

1.0	Request For Qualifications (RFQ) Availability.....	1
1.1	Electronic Availability.....	1
1.2	Alternate Formats	1
2.0	Definitions	1
3.0	Introduction.....	1
4.0	Project Background	2
5.0	No Obligation.....	3
6.0	Procurement Process.....	3
6.1	General	3
6.2	RFQ Schedule	3
7.0	Contact Information.....	4
7.1	WSDOT RFQ Administrator.....	4
7.2	Communications	4
8.0	Mandatory Letter of Intent to Submit (FAX or email submittal acceptable).....	5
9.0	Questions, Clarifications, and Amendments	5
10.0	Vendor Presentations and Interviews.....	6
11.0	WSDOT Core Values and Project Goals.....	6
12.0	Project Scope of Work	7
12.1	Roadway Toll System Design and Implementation.....	7
12.1.1	WSDOT Provided Items	8
12.1.2	Elements Common to all Toll Systems	8
12.1.3	I-405 Express Toll Lanes Toll System	9
12.1.4	SR 99 Tunnel Toll System.....	9
12.1.5	Tacoma Narrows Bridge Toll System	10
12.1.6	SR 520 Replacement Bridge Toll System	10
12.1.7	Additional Roadway Toll Systems	11
12.2	Testing	11
12.3	Integration.....	11
12.4	Operations and Maintenance	12
12.5	Ongoing Coordination	12
12.6	Period of Performance	12
13.0	Teaming Parameters	13
13.1	Not Used	13
13.2	WSDOT Consultant/Technical Support.....	13
13.3	Organizational Conflicts of Interest	13
13.4	Team Continuity and Changes to Organizational Structure	14
13.5	Equal Employment Opportunity	14
13.6	Disadvantaged, Minority and Women-Owned Business Enterprise Participation ...	14
14.0	SOQ Submittal Instructions and Format.....	15
14.1	Time and Manner of Submission	15
14.2	Vendor's Acknowledgement	15
14.3	Vendor Expenses.....	15
14.4	Proprietary Information and Public Disclosure.....	15
14.5	Rejection/Waiver/Correction.....	16
14.6	SOQ Organization	16
14.7	SOQ Format.....	17
15.0	Table of Contents (SOQ Section 1).....	17
16.0	Executive Summary (SOQ Section 2)	17

17.0	Administrative Statement (SOQ Section 3).....	18
17.1	SOQ Section 3A: Letter of Submittal.....	18
17.2	SOQ Section 3B: Statewide Vendor Status.....	19
17.3	SOQ Section 3C: Signed Required Exhibits	19
18.0	Business and Financial Information (SOQ Section 4)	19
18.1	Section Requirements.....	19
18.2	Financial Information.....	19
18.2.1	Financial Statements.....	20
18.2.2	Federal Employer Tax Identification (TIN) Number	20
18.2.3	Washington Uniform Business Identification (UBI) Number	20
18.2.4	Insolvency; Bankruptcy	20
18.3	Business Description and Organization	21
18.3.1	Business Identification.....	21
18.3.2	Company Officers.....	21
18.3.3	Legal Status	21
18.3.4	Previous State Contracts.....	21
18.3.5	Former Employee Status	21
18.3.6	Sub-Contracting.....	22
18.3.7	Contract Terminations.....	22
19.0	Professional Qualifications (SOQ Section 5)	22
19.1.1	SOQ Section 5A: Key Project Roles	22
19.1.2	SOQ Section 5B: Vendor Experience	23
20.0	Evaluation of Qualifications.....	24
20.1	Scoring of Proposals.....	24
20.2	Pass/Fail Screening Factors.....	24
20.3	Scoring Element Evaluation	25
20.3.1	Firm(s) Experience	26
20.3.2	Experience of Personnel in Key Roles.....	27
21.0	Prequalification Awards and Debriefing	29
21.1	Notification of Successful Vendors.....	29
21.2	Notification to Unsuccessful Vendors	29
21.3	Debriefing of Unsuccessful Vendors	29
21.4	WSDOT Right to Withdraw Prequalification.....	29
22.0	Protest Procedures	30
22.1	Protests Regarding RFQ Prior to Submission.....	30
22.2	Protests Regarding Responsiveness and Short-listing	31
22.2.1	Grounds for Protest.....	31
22.2.2	Procedure for Protest	31
22.2.3	Procedure for Appeal	32

List of Tables

Table 1 – RFQ Procurement Schedule	3
Table 2 – SOQ Sections 1-5	16
Table 3 – Qualifications Pass/Fail Screening.....	25
Table 4 – Qualifications Scoring Element Evaluation	26

List of Appendices

Appendix 1 – Definitions	A1-1
Appendix 2 – Resumes of Personnel Filling Key Project Roles	A2-1
Appendix 3 – Toll Collection System Experience Form.....	A3-1

List of Exhibits

Exhibit A – Receipt of Ammendments	EA-1
Exhibit B – Submittal Checklist.....	EB-1
Exhibit C – State Certification and Assurances.....	EC-1
Exhibit D – Certification Regarding Debarment and Suspension	ED-1
Exhibit E – Organizational Conflict of Interest Certification	EE-1

***State of Washington
Department of Transportation
Request For Qualifications for
Washington State Roadway Toll Systems***

1.0 Request For Qualifications (RFQ) Availability

1.1 Electronic Availability

The contents of this RFQ and any Amendments and written answers to questions will be available on the Washington State Department of Transportation (WSDOT) website at:

<http://www.wsdot.wa.gov/Business/Contracts/default.htm>

1.2 Alternate Formats

Persons with disabilities may request information contained within this RFQ and subsequent Amendments to be prepared and supplied in alternate formats by contacting the WSDOT RFQ Administrator. Persons with hearing impairments may call 711.

2.0 Definitions

All capitalized terms used in this RFQ, but not expressly defined herein, have the respective meanings set forth in **Appendix 1 – Definitions**, attached hereto.

3.0 Introduction

WSDOT is soliciting Statement of Qualifications (SOQ) from Vendors who are interested in submitting proposals to design, install, integrate, test, operate, and maintain toll collection systems. WSDOT may issue an RFP for the following roadway toll Systems (see **Appendix 1 – Definitions** for details of Systems):

- Interstate 405 Express Toll Lanes (I-405 Express Toll Lanes);
- State Route 99 Tunnel (SR 99 Tunnel);
- The planned State Route 520 replacement bridge (SR 520 Replacement Bridge);
- The SR 16 Tacoma Narrows Bridge (TNB); and
- Additional Roadway Toll Systems

These potential projects are individually referred to as “Systems” and collectively referred to as the “Project.” The prequalification of any Vendor pursuant to this RFQ may or may not result in an opportunity to bid on a future Washington State roadway

toll system acquisition. **Further, the RFP for the Project, if any, will be provided to only those Vendors who WSDOT has prequalified through this RFQ.**

In the event WSDOT subsequently issues an RFP for the Project, a Vendor who is not prequalified through this RFQ process or who did not respond to this RFQ is fully eligible to contract with any of the Prequalified Vendors as a Subcontractor.

By submitting an SOQ, Vendors agree to be bound by the requirements outlined in this RFQ.

4.0 Project Background

The Project is comprised of the design, installation, integration, testing, operation, and maintenance of the following six (6) potential Roadway Toll Systems (see **Appendix 1 –Definitions** for details of each System):

- I-405 Express Toll Lanes
- SR 99 Tunnel
- SR 520 Replacement Bridge
- SR 16 Tacoma Narrows Bridge
- Additional Roadway Toll Systems

The goal of the Project is to identify and classify passing vehicles to support revenue collection on the above listed highways. The plan for the Project consists of the following components:

- Design, manufacture, supply, install, field test, commission, operate, and maintain Roadway Toll Systems;
- Integration via an Interface Control Document (ICD) with the WSDOT Customer Service Center to allow transaction and reconciliation data transfer;
- Integration via an ICD with the WSDOT roadway toll system software used for high occupancy toll lane (HOT Lane) and Express Lane pricing; and
- Integration via an ICD with the WSDOT maintenance software to allow lane health status and work order data transfer.

Each System will include electronic equipment for Transponder and Photo Tolling. Systems will be used: in full-width roadway tolling on the SR 99 Tunnel, the SR 520 Replacement Bridge, and the TNB Systems; in specific HOT Lanes on the I-405 Express Toll Lanes System; and in toll booth lanes on the TNB. The configuration of the two (2) Additional Roadway Toll Systems has not yet been determined.

5.0 No Obligation

This RFQ does not obligate WSDOT to establish a list of Prequalified Vendors for the Project, issue any RFP, or award a contract to any Vendor. WSDOT reserves the right to amend, modify, cancel, or reissue this RFQ, in whole or in part, without prior notice, at any time, at its sole discretion.

Further, WSDOT reserves the right to modify the scope and requirements of the Project, including adding and deleting functionality, throughout the RFQ process and thereafter throughout the RFP process, if any.

6.0 Procurement Process

6.1 General

WSDOT will use a two-step procurement process to select a Vendor to deliver the Project. The issuance of this RFQ is part of the first step to solicit information from interested Vendors in the form of an SOQ. WSDOT will evaluate and score submitted SOQs to determine the most highly qualified Vendors to successfully deliver the Project. The evaluation and scoring process to be used for Vendor SOQs is detailed in **Section 20** of this RFQ. It is WSDOT's goal to short-list the most highly qualified Vendors who will be eligible to compete for the Project in the event WSDOT issues an RFP. The Vendors who are listed on the short-list are Prequalified Vendors for the Project.

If WSDOT elects to proceed to the second step and issue an RFP, WSDOT will issue such RFP to only the short-listed Prequalified Vendors. Only short-listed Prequalified Vendors will be eligible to submit proposals for the Project.

6.2 RFQ Schedule

All Vendors shall adhere to the schedule of activities set forth in **Table 1 – RFQ Procurement Schedule**. This schedule is subject to revision by Amendment to this RFQ. Late SOQs will not be accepted, nor will time extensions be granted.

Table 1– RFQ Procurement Schedule

Activity	Due Date	Time*
Issued Notice of Intent	June 2, 2011	N/A
Official Publication of RFQ	July 25, 2011	N/A
Mandatory Letter of Intent to Submit Due	July 29, 2011	4 pm
Vendor Submittal Due Date For Written Questions	August 3, 2011	4 pm
WSDOT Answers to Written Questions	August 10, 2011	4 pm
Amendments to RFQ, if any	August 12, 2011	N/A

Activity	Due Date	Time*
SOQ Due	August 19, 2011	4 pm
Interviews (at WSDOT's discretion)	September 6-9, 2011	TBD
Notice of Prequalified Vendors	On or before September 9, 2011	N/A

* Times are Pacific time.

7.0 Contact Information

7.1 WSDOT RFQ Administrator

The WSDOT RFQ Administrator is the **sole point of contact** in WSDOT for this RFQ. Upon issuance of this RFQ and until WSDOT has issued a short-list of Prequalified Vendors, all communication between the Vendors and WSDOT shall be with the WSDOT RFQ Administrator as follows:

Mark Barkley, WSDOT RFQ Administrator

Phone: (360) 405-7549

FAX: (360) 705-6842

Email: F&AContracts@wsdot.wa.gov

If using US Postal Service:

WA State Department of Transportation
Administrative Services Contracts
Attn: Mark Barkley
P.O. Box 47408
Olympia, WA 98504-7408

If using UPS, FedEx, etc

WA State Department of Transportation
Administrative Services Contracts
Attn: Mark Barkley
719 Sleater Kinney Road SE, Suite 200
Lacey, WA 98503-1138

7.2 Communications

Upon receipt of this RFQ and until WSDOT has issued a short-list of Prequalified Vendors, the Vendor may not approach any WSDOT employee, or consultant other than the WSDOT RFQ Administrator to whom inquiries, SOQs, and other correspondence concerning this RFQ shall be addressed. Communication regarding this RFQ with any other WSDOT or State employee or consultant will be considered unofficial and non-binding to WSDOT. Vendors are expected to conduct themselves with professional integrity and to refrain from lobbying activities. ***Solicitation to WSDOT employees or consultants is prohibited in any form.*** Any verified allegation of an attempt to unduly influence the selection or a communication by a Vendor or its employees, agents, Subcontractors, or consultants directed to parties other than the WSDOT RFQ Administrator may result in disqualification of the Vendor, all at the sole discretion of WSDOT.

Vendors are to rely only on written statements issued by the WSDOT RFQ Administrator. Any oral communications will be considered unofficial and non-binding on WSDOT.

Vendor may use fax and/or email for any communication required in this RFQ, EXCEPT for the formal submittal to this RFQ (i.e. SOQ) and protest, if any. Vendor must submit SOQs and protests by delivery to post office or street address indicated in **Section 7.1** above.

8.0 Mandatory Letter of Intent to Submit (FAX or email submittal acceptable)

A letter indicating the Vendor's intent to respond to this RFQ must be received by the WSDOT RFQ Administrator no later than the date and time listed in **Table 1** in **Section 6.2**. The Vendor may submit the Letter of Intent to Submit by U.S. mail at the post office box address, or by courier delivery service at the street address, or by email at the email address specified in **Section 7.1** herein. **If submitting by email, acquisition number ACQ-2011-0701-RFQ must be in the subject line on the email.**

Only Vendors who properly submit a Letter of Intent to Submit will directly receive written answers to written Vendor questions (as provided in **Section 9** herein), Amendments (as provided in **Section 9** herein), and other information issued by WSDOT regarding this RFQ.

By submitting a Letter of Intent to Submit, the Vendor accepts the procedure, review criteria, and the administrative instructions of this RFQ.

The Letter of Intent to Submit must include the following information:

- Vendor name
- Name and title of Vendor's authorized representative for this RFQ (Vendor Representative). (The Vendor Representative shall also be named the authorized representative identified in the Vendor's SOQ)
- Address
- Telephone number
- Fax number
- Email address
- Statement of intent to submit an SOQ

9.0 Questions, Clarifications, and Amendments

WSDOT must receive all written inquiries and correspondence from Vendors by the date and time shown in **Table 1** in **Section 6.2** herein. The Vendor may submit the questions by U.S. mail to the post office box, by courier service at the street address, by email at the email address, or by facsimile at the number all as specified in **Section 7.1**

herein. WSDOT will not respond to Vendor questions submitted after said date. WSDOT will provide written answers by the date shown in **Table 1** in **Section 6.2** herein.

It is incumbent upon each Vendor to carefully examine the RFQ requirements, terms, and conditions. Should any Vendor find discrepancies, omissions, or ambiguities in this RFQ, the Vendor shall at once request, in writing, an interpretation from the WSDOT RFQ Administrator. Any inquiries, suggestions, or requests concerning interpretation, clarification, or additional information shall be made in writing and delivered to the WSDOT RFQ Administrator via U.S. mail at the post office box, courier service at the street address, email at the email address, or facsimile at the number all as specified in **Section 7.1** herein. WSDOT will not respond to Vendor questions submitted after said date. WSDOT will provide written answers by the date shown in **Table 1** in **Section 6.2** herein.

Any changes or clarifications to the information provided herein shall be reduced to writing and will be furnished to each Vendor who has properly submitted a Letter of Intent to Submit.

10.0 Vendor Presentations and Interviews

WSDOT may, at its sole discretion, invite Vendors to meet with WSDOT in the Seattle area to discuss their SOQ and answer questions. Each Vendor's time will be limited to two (2) hours and consist of a brief presentation and discussion led by the Vendor regarding their SOQ. WSDOT may provide a list of questions in advance of the meeting in order that the Vendor may be prepared. The individual identified in the SOQ as the Vendor's Project Manager shall attend the meeting, conduct the presentation, and lead the Vendor's portion of the discussion. The Vendor may choose which additional personnel to include at the interview. Information provided during the interview may be used to clarify the scoring of the Vendor's qualifications. The WSDOT RFQ Administrator will contact the Vendor representative to schedule interviews during the date and time provided in **Table 1** in **Section 6.2**.

11.0 WSDOT Core Values and Project Goals

The following information describes WSDOT's Core Values:

- Safety
- Project Delivery (on time, on budget, meet performance standards, and provide quality services)
- Accountability
- Effective and Transparent Communication
- Disadvantage/Minority/Women-Owned Business Enterprise Contractor Participation

With the above Core Values in mind, WSDOT has established the following Project-specific goals for the successful Vendor:

- **Minimize Impacts** – Minimally impact the traveling public during installation, operations and maintenance of the Project.
- **Incorporate Innovation** – Incorporate innovation and industry best practices, migrating seamlessly to new tolling technologies as they are developed.
- **Coordinate and Cooperate** – Partner effectively with WSDOT and its other contractors through all phases of the work to deliver a complete tolling solution.
- **Deliver System Performance** – Provide and maintain a reliable and high-performing system that exceeds performance indicators.

12.0 Project Scope of Work

The following Project scope is provided to Vendors to assist in developing a team with the expertise that is required for the Project in the event WSDOT issues an RFP. The Vendor shall be responsible for management, design, installation, operations, and maintenance of the Project. The design, installation, operations, and maintenance by the Vendor shall be in accordance with applicable WSDOT guidelines and standards as will be required by the RFP, if issued. It is WSDOT's intent to allow flexibility in design and installation to accommodate processes, procedures, and innovative techniques that are preferred by the Vendor, as long as they are consistent with site conditions; good engineering practices; technical requirements; context sensitive solutions; the environmental decisions documents and permits; Washington State Information Service's Board (ISB) and WSDOT information technology regulations and requirements; other standards, guidelines, and procedures identified in the RFP, if issued; and WSDOT's Project-specific goals. The scope of work for the Project as presented in this RFQ may or may not be the final scope of work for the Project.

Work will also include coordination with separate teams under contract with WSDOT to build the civil infrastructure portion of projects that include tolling elements.

The Project may also include the retrofit of existing toll facilities within the State of Washington, and implementation of new tolling technology to meet interoperable standards or to utilize advanced Transponder and license plate recognition techniques.

12.1 Roadway Toll System Design and Implementation

The Project requires the Vendor selected pursuant to the RFP process, if any, to design the defined roadway toll Systems according to the requirements as may be defined in said RFP for Project delivery and functionality, and to implement, operate, and maintain such Systems for a period up to ten (10) years in accordance with the requirements as may be defined in the RFP.

The Project includes up to six (6) Roadway Toll Systems associated with the following WSDOT highway construction projects/facilities:

- I-405, NE 6th St. to I-5 Widening and Express Toll Lanes;
- Alaskan Way Viaduct SR 99 Bored Tunnel Alternative;
- SR 520 Bridge Replacement;
- SR 16 Tacoma Narrows Bridge; and
- Additional Roadway Toll Systems.

12.1.1 WSDOT Provided Items

WSDOT will provide certain equipment and services for use by the Vendor selected pursuant to the RFP process, if any, as described in this section.

The communication network and power service connections to the roadside toll equipment location will be provided by WSDOT. Tolling components will be connected with the SONET, local Ethernet, or other short-distance communications methods, such as serial or coaxial connections.

Where needed, a separate WSDOT contractor will provide all of the civil infrastructure to be used by the Vendor, up to a designated demarcation point, including gantries, cabinets, and power and communications connections.

WSDOT will provide the toll rate calculations, if required, and the systems to display toll rates to customers.

For installation and testing activities, WSDOT will provide the majority of maintenance of traffic and environmental protection through other WSDOT contractors.

12.1.2 Elements Common to all Toll Systems

The Vendor selected pursuant to the RFP process, if any, shall provide the elements described in this section for each System described in this Section.

The Vendor shall provide Project delivery elements such as a quality management program, a testing program, document control, coordination with other contractors, materials documentation, and a baseline schedule.

The Vendor shall provide toll system design following WSDOT and industry standards described in the RFP. Engineered elements such as structural mountings and electrical connections shall be supported by design calculations and sealed by WSDOT-licensed engineers.

The Vendor shall provide and install a toll system consisting of central host servers, in-lane toll equipment (readers/antennas and cameras), vehicle detection, and roadside equipment cabinets. The in-lane equipment shall be

mounted to WSDOT-provided gantries and sign bridges. Some sites may require roadside toll equipment to be mounted in the center of the roadway and other sites may require that toll equipment be ground-mounted in the outside of the roadway.

The Vendor shall provide data and electrical connections, including conduits if necessary, between the in-lane equipment, and a roadside cabinet mounted on a concrete pad. The Vendor shall make data connections to a WSDOT-provided data switch mounted by WSDOT in the cabinet.

The Vendor shall provide front and rear Photo Tolling for all Systems.

The Vendor shall provide limited maintenance of traffic and environmental protection during installation. These elements may also be required during the maintenance period.

The Vendor shall interface into WSDOT's Customer Service Center following a predetermined ICD.

12.1.3 I-405 Express Toll Lanes Toll System

WSDOT is in the process of implementing an express toll lane system with variable pricing on the I-405 Express Toll Lanes that could be combined with the existing SR 167 HOT Lanes system for a single express toll lane system on I-405.

The I-405 Express Toll Lane System will be the first phase of express toll lanes on I-405. This phase will be built both Northbound and Southbound between Bellevue and Lynnwood.

WSDOT is in the process of procuring a civil contractor for the first phase of the I-405 express toll lanes project. For information on the civil contract please see: <http://www.wsdot.wa.gov/biz/contaa/DESIGNBUILDCONTRACTS/NE%206TH%20ST%20TO%20I-5/Default.htm>

The Vendor shall provide tolling equipment and multi-point trip assembly in two directions for approximately twenty (20) toll points.

Installation shall be performed under live-traffic conditions. Coordination with at least one (1) civil contractor performing work in the same area will be required.

12.1.4 SR 99 Tunnel Toll System

During the 2009 legislative session, the Washington State Legislature passed legislation now codified as RCW 47.01.402 to replace the vulnerable state route number 99 Alaskan Way viaduct with a proposed bored tunnel including four (4) general purpose lanes in a stacked formation transitioning to side-by-side lanes at each portal location.

WSDOT is currently evaluating an alternative project, identified as the preferred alternative, to construct a bored tunnel beneath downtown Seattle, reconnect the street grid at the ends of the tunnel and remove the viaduct along the waterfront. The tunnel would connect to the S. Holgate Street to S. King Street viaduct replacement, currently under construction. The current route for the proposed SR 99 bored tunnel begins on Alaskan Way S. south of S. King Street, then moves toward First Avenue near Yesler Way, turns north near Stewart Street and ends at Sixth Avenue N. and Thomas Street. WSDOT will charge motorists a toll to use the SR 99 tunnel in both directions.

The Vendor shall provide electronic tolling equipment in one location for traffic traveling southbound, and electronic tolling equipment in another location for traffic traveling northbound.

This is a new facility; installation will be performed with no live traffic. Coordination with three (3) or more civil contractors performing work in the same area will be required.

12.1.5 Tacoma Narrows Bridge Toll System

The new Tacoma Narrows Bridge, TNB, opened for toll collection on July 16, 2007. Currently drivers have two payment options on TNB. One option is the use of a pre-paid electronic Transponder branded as *Good To Go!* that allows drivers to pay their toll electronically. A second option allows customers to stop at a toll booth and pay using cash or credit card. Customers may also pay their toll with *Good To Go!* in the toll booth lanes.

The Vendor shall provide a replacement electronic tolling system for traffic traveling Eastbound at three locations: the mainline ORT lanes, one on-ramp ORT lane and the existing toll booth lanes. Existing toll equipment shall be maintained functional until the new System is installed, tested, and accepted by WSDOT. The Vendor shall provide cutover, and remove the old equipment once the new System is operational.

Installation shall be performed under live-traffic conditions. Coordination with other contractors performing work in the same area may be required.

12.1.6 SR 520 Replacement Bridge Toll System

On February 12, 2011, WSDOT broke ground on the first phase of replacement of the SR 520 floating bridge. It is anticipated the tolled facility will open to drivers in 2014. Currently WSDOT is implementing early tolling on the existing SR 520 Bridge.

WSDOT will charge motorists a toll to use the SR 520 Replacement Bridge in both directions.

The Vendor shall provide a tolling System in one location for traffic traveling in two directions.

Installation will be performed under live-traffic conditions. Coordination with two (2) or more civil contractors performing work in the same area will be required.

12.1.7 Additional Roadway Toll Systems

The provision of Roadway Toll Systems for up to two additional State highways in western Washington may also be included in the RFP. These systems would be one of the following:

- Single-location toll System that covers ten (10) lanes of bidirectional traffic;
- Single lane HOT Lane System with approximately ten (10) toll points;
- Two-lane HOT Lane System with approximately ten (10) toll points.

Installation shall be performed under live-traffic conditions. Coordination with one (1) or more civil contractors performing work in the same area as these Systems will be required.

12.2 Testing

The Vendor selected pursuant to the RFP process, if any, will be required to test and commission the toll system according to Project delivery, functional, and performance requirements as may be defined in the RFP. Testing will include factory acceptance, commissioning at the roadside, interface testing, a 30-day operational test before revenue collection begins, final acceptance testing, and annual performance audits on all operating Systems.

12.3 Integration

The Vendor selected pursuant to the RFP process, if any, will be required to integrate each toll System into the Customer Service Center, the traffic management software, and the WSDOT maintenance management software. Integration will consist of providing systems, communications, and software compatibility with existing architecture and compliance with Payment Card Industry, ISB, and WSDOT standards. Data transfer to and from these systems is integral to the operations and revenue collection for toll transactions and congestion management. All existing Interface Control Documentation will be included as an appendix to the RFP, if issued.

12.4 Operations and Maintenance

The Vendor selected pursuant to the RFP process, if any, will be required to operate the toll system for a pre-determined period of time, up to ten (10) years in accordance with the requirements as may be defined in the RFP. WSDOT may elect to assume system operations once this period has expired, or renew with the Vendor for continued operations. The level of operations required of the Vendor may vary based on Project location, Roadway Toll System size, and Project funding. The Vendor shall provide maintenance of traffic and environmental protection during the maintenance period.

12.5 Ongoing Coordination

During the design and installation phases of the Project, the Vendor selected pursuant to the RFP process, if any, will be required to coordinate with WSDOT and civil contractors responsible for installation of the civil infrastructure portion of the Projects. Coordination with WSDOT will include several groups such as the Toll Division, Office of Information Technology, Project Design and Construction Offices, Traffic Operations, Signal Maintenance, and Intelligent Transportation Systems group. A coordination plan will be required. The purpose of the coordination is to ensure a well-coordinated design and installation effort, particularly of those elements provided by other contractors for eventual use by the Vendor.

12.6 Period of Performance

Work for the Roadway Toll Systems will be implemented in phases. An initial phase for each System will include preliminary toll system design and coordination with WSDOT and civil contractors. Later phases will cover final toll system design and installation, as well as operations and maintenance for up to ten (10) years in accordance with the requirements as may be defined in the RFP. Below is a preliminary schedule of design, installation, and operations for specific Systems.

I-405 Express Toll Lanes

Planning and Coordination: 2012

Design: 2012

Installation: 2012-2013

Operations: by 2014

SR 99 Tunnel

Planning and Coordination: 2012

Design: 2013

Installation: 2014-2015

Operations: by late 2015

SR 520 Replacement Bridge

Design: 2012

Installation: 2012-2013

Operations: by 2014

Tacoma Narrows Bridge

Design: 2012

Installation: 2012

Operations: by 2013

Additional Roadway Toll Systems

Specifications and schedule to be further developed.

Completion milestones for each Project will be included in the RFP, if issued.

13.0 Teaming Parameters

Vendors shall satisfy all requirements specified in this RFQ. Failure of the Vendor to meet these requirements may result in rejection of the SOQ.

13.1 Not Used

13.2 WSDOT Consultant/Technical Support

WSDOT has retained the consulting firms of Jacobs Engineering and Parsons Brinkerhoff to provide assistance in developing the RFQ. Each of these firms is prohibited from joining any Vendor or otherwise assisting any Vendor in connection with the procurement process.

13.3 Organizational Conflicts of Interest

WSDOT will take steps to ensure that individuals involved in preparation of the procurement package, evaluation of SOQs, and Vendor prequalified selection are not influenced by organizational conflicts of interest, and that no Vendor is given an unfair competitive advantage over another. The Federal Highway Administration has defined “organizational conflict of interest” in 23 CFR Section 636.116 as follows:

“Organizational conflict of interest means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the owner, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.”

Attention is directed to the requirement for disclosure of organizational conflicts of interest set forth in 23 CFR Section 636.116(a) (2), applicable to federal aid procurements. Vendors are required to identify any potential organizational conflicts of interest in the SOQ.

If an organizational conflict of interest is determined to exist, WSDOT may, at its discretion, offer the opportunity to correct the organizational conflict of interest, disqualify the Vendor from further participation in the RFQ, cancel this RFQ, or, if prequalification has already occurred, WSDOT may cancel the prequalification of the Vendor.

13.4 Team Continuity and Changes to Organizational Structure

Following submittal of the SOQ, personnel filling Key Project Roles identified in the SOQ may not at any time be removed from those Key Project Roles, replaced, or added without the written approval of the WSDOT RFQ Administrator. The WSDOT RFQ Administrator may revoke the short-list Prequalified Vendor status of a Vendor if any individual identified in the SOQ as performing a Key Project Role is removed, replaced, or added without written approval of WSDOT RFQ Administrator. To qualify for said approval, the written request shall document that the proposed removal, replacement or addition will be equal to or better qualified than the original person filling the Key Project Role provided in the SOQ. The WSDOT RFQ Administrator will use the criteria specified in this RFQ to evaluate all requests. Requests for removals, replacements, and additions shall be submitted in writing.

13.5 Equal Employment Opportunity

Discrimination in all phases of contracted employment, consultant activities, contracting activities, and training is prohibited by Title VI of the Civil Rights Act of 1964, Section 162(a) of the Federal-Aid Highway Act of 1973, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Justice System Improvement Act of 1979, the Americans with Disabilities Act of 1990, the Civil Rights Restoration Act of 1987, 49 CFR Part 21, the Washington State Law Against Discrimination, RCW 49.60, and other related laws and statutes. The referenced legal citations establish the minimum requirements for affirmative action efforts and define the basic nondiscrimination provisions as required by this RFQ. Further requirements and discussions regarding Equal Employment Opportunity policies at all contracting levels will be set forth in the RFP.

13.6 Disadvantaged, Minority and Women-Owned Business Enterprise Participation

WSDOT encourages participation in all of its contracts by Disadvantaged, Minority and Women-Owned Business Enterprises (D/M/WBE) as certified by the WSDOT Office of Minority and Women's Business Enterprises (OMWBE) and defined in WAC 326-02-030.

Vendors may contact OMWBE to obtain information on certified D/M/WBE firms. Information about certification as a D/M/WBE may be obtained by contacting OMWBE at (360) 753-9693.

14.0 SOQ Submittal Instructions and Format

14.1 Time and Manner of Submission

Vendors shall submit their SOQs in the number and format as set forth in **Section 14.6** herein to the WSDOT RFQ Administrator. SOQs must be addressed to the WSDOT RFQ Administrator and received by WSDOT by the date and time indicated in **Table 1** in **Section 6.2** at the street address or post office box listed in **Section 7.1** herein. **WSDOT will not accept facsimile or other electronically submitted SOQs.** Any SOQ received after the prescribed deadline will be marked as “Late” and will not be considered. Late SOQs will be returned to the Vendor unopened.

14.2 Vendor’s Acknowledgement

By submitting an SOQ in response to this RFQ, each Vendor unequivocally acknowledges that the Vendor has read and fully understands this RFQ, and that the Vendor has asked questions and received satisfactory answers from WSDOT regarding any provisions of this RFQ with regard to the Vendor’s desired clarification.

14.3 Vendor Expenses

WSDOT will not assume any expense incurred by the Vendor for or related to responding to this RFQ. Vendors are solely responsible for their own expenses in preparing, delivering, and/or presenting a SOQ.

14.4 Proprietary Information and Public Disclosure

Materials submitted in response to this RFQ shall become the property of WSDOT. All SOQs received shall remain confidential until the prequalification process under this RFQ is complete. Thereafter, the SOQs shall be deemed public records as defined in chapter 42.56 RCW regarding “Public Records.”

In the event a Vendor desires to claim portions of its SOQ as exempt from public disclosure, the Vendor shall identify those portions in the Letter of Submittal. Each page of the SOQ claimed to be exempt shall be clearly identified as “CONFIDENTIAL.” WSDOT reserves the right to decide whether any or all of the claimed exemptions are appropriate. Vendors may not mark the entire SOQ as proprietary.

WSDOT will consider a Vendor’s request for exemption from disclosure; however, WSDOT will make a decision predicated upon applicable laws. Marking the entire SOQ exempt from disclosure will not be honored. The Vendor must be reasonable in designating information as confidential. If any information is marked as proprietary in the SOQ, such information will not be made available until the affected Vendor has been given an opportunity to seek a court injunction against the requested disclosure.

14.5 Rejection/Waiver/Correction

WSDOT reserves the right to reject any or all SOQs and to waive minor administrative irregularities contained in any SOQ received. Vendors will not be allowed to make changes to their SOQ after the SOQ submission deadline.

14.6 SOQ Organization

This section contains and describes the specific information that is to be provided in a SOQ in order to be considered by WSDOT. The SOQ shall contain all required information and address all requirements specified within this RFQ. Failure to respond or provide required information may result in a determination by WSDOT, in its sole discretion, that an SOQ is non-responsive and may be disqualified from further consideration.

SOQs shall be organized into the sections set forth in **Table 2 – SOQ Sections 1-5** below. Provide all information requested in the exact order specified in **Table 2**. The section numbers and titles must be restated in Vendor's SOQ. The required information for each section and subsection are further detailed in **Sections 15-19** of this RFQ.

Table 2 – SOQ Sections 1-5

SOQ Section	Section Title (number of copies)
1	Table of Contents
2	Executive Summary (2 originals and 14 copies)
3	Administrative Statement (2 originals)
3A	Letter of Submittal – Give basic Vendor information and certify the truth and correctness of the contents of the package of qualifications. Signed by Vendor.
3B	Statewide Vendor Status statement
3C	Signed Required Exhibits – Vendor signed <ul style="list-style-type: none"> • Receipt of Addenda in Exhibit A. • Submittal Checklist in Exhibit B. • State Certifications and Assurances – Shall contain the information delineated in Exhibit C. • Certification Regarding Debarment and Suspension – Shall contain the information delineated in Exhibit D. Organizational Conflict of Interest Certification, Disclosure

SOQ Section	Section Title (number of copies)	
	and Avoidance/Neutralization Plan – Shall contain the information delineated in Exhibit E	
4	Business and Financial Information (2 originals)	
	Business and Financial Information – Business description, previous contracts, disclosures, and future agreements.	
5	Professional Qualifications (2 originals and 20 copies)	Maximum Pages
5A	Key Project Roles – Present the personnel to execute the Key Project Roles. Demonstrate why their experience makes them uniquely qualified as a team to lead the Project. Include the completed forms located in Appendix 2 for personnel in Key Project Roles. (Forms do not count toward page limit).	5
5B	Vendor Experience – Demonstrate relevant Vendor experience and provide professional references. Include detailed information about previous projects in the forms located in Appendix 3 . (Forms do not count toward page limit).	5

14.7 SOQ Format

SOQs shall be prepared on standard 8½ x 11-inch paper using tabbed separators (labeled) for the major numbered sections of the SOQ. All information must be in English. Originals shall contain original signatures, be single-sided, and be bound by a three ring binder. Each copy shall be double-sided and be bound by a three ring binder. Additionally, an electronic copy (unlocked and unencrypted) of the SOQ shall be provided on CD-ROM formatted in Microsoft Office 2003 or newer. The CD-ROM shall be enclosed in a paper CD-sleeve or other protective cover.

15.0 Table of Contents (SOQ Section 1)

The Table of Contents shall include section and subsection titles and corresponding page numbers for all sections following the Table of Contents.

16.0 Executive Summary (SOQ Section 2)

The Executive Summary shall be limited to two (2) pages and provide a simple and concise summary of the Statement of Qualifications.

The primary purpose of the Executive Summary is to provide an overview of the Statement of Qualifications for WSDOT's executive management team, which is not involved with the Project on a daily basis.

The summary should include an overview of Section 3 and Section 5 of the SOQ.

17.0 Administrative Statement (SOQ Section 3)

17.1 SOQ Section 3A: Letter of Submittal

The Letter of Submittal must be on official Vendor letterhead, and must be signed by a person authorized to bind the Vendor's organization to a contract. The letter shall certify the truth and correctness of the contents of the qualification package. This information will be used to identify the Vendor and its designated contact, and will be reviewed on a pass/fail basis only, and not as part of the qualitative assessment of the qualification package.

The Letter of Submittal shall be addressed to the WSDOT RFQ Administrator identified in **Section 7.1** of this RFQ.

The Letter of Submittal shall be limited to three (3) pages and must include the following in the order given:

- a) Vendor's name
- b) Name and title of the Vendor Representative
- c) Mailing address
- d) Telephone number
- e) Fax number
- f) E-mail address
- g) Contractor License number issued by the Washington State Department of Labor and Industries
- h) List of portions of this Statement of Qualifications Vendor deems to contain confidential information; if none, so state
- i) Statement that Vendor agrees to allow WSDOT to contact any or all references
- j) Statement that any participant doing work on behalf of Vendor in any of the following WSDOT prequalification categories will be certified as a WBE, MBE, or DBE firm, or is prequalified with WSDOT for that class of work:
 - 16 – Illumination and General Electric
 - 33 – Engineering
 - 34 – Erosion Control
 - 41 – Intelligent Transportation Systems
 - 42 – Electronics-Fiber Optic Based Communications Systems
 - 47 – Concrete Sawing, Coring, and Grooving
 - 53 – Traffic Control

Prequalification information can be found online at:

<http://www.wsdot.wa.gov/biz/contaa/PREQUAL/>

k) Statement that Vendor will comply with all applicable Laws and Regulations

17.2 SOQ Section 3B: Statewide Vendor Status

Each Vendor must indicate in the submittal letter and as a condition of contract award that they will register with the Washington State Office of Financial Management (OFM) as a statewide Vendor within ten (10) Business days of notification of contract award.

17.3 SOQ Section 3C: Signed Required Exhibits

The Signed Required Exhibit section shall have no page limits and contains the following information in the order given:

- a. Receipt of Amendments – the Receipt of Amendments shall complete the form found in **Exhibit A**.
- b. Submittal Checklist – The Submittal Checklist has no page limit. The Vendor shall complete the proposal submittal checklist found in **Exhibit B**.
- c. State Certifications and Assurances – The State Certifications and Assurances section has no page limit and shall contain the information delineated in **Exhibit C**.
- d. Certification Regarding Debarment and Suspension – The Certification Regarding Debarment and Suspension section has no page limit and shall contain the information delineated in **Exhibit D**.
- e. Organizational Conflict of Interest (OCOI) Certification, Disclosure and Avoidance/Neutralization Plan – The OCOI Certification, Disclosure and Avoidance/Neutralization Plan section has no page limit and shall contain the information delineated in **Exhibit E**.

18.0 Business and Financial Information (SOQ Section 4)

18.1 Section Requirements

This section sets forth the specific requirements for the Financial and Business Information portion of the SOQ.

18.2 Financial Information

18.2.1 Financial Statements

18.2.1.1 Business Description

Describe the proposing organization, including size, longevity, client base, areas of specialization and expertise and any other pertinent information in such a manner that would enable proposal evaluators to determine the stability and financial strength of the organization.

18.2.1.2 Banking Reference

1. Provide a reference from the company's current bank.
2. Provide a credit rating report and name the rating service. The credit rating report must identify the credit rating score.

18.2.2 Federal Employer Tax Identification (TIN) Number

The Vendor must provide its Vendor's Federal Employer Tax Identification number.

18.2.3 Washington Uniform Business Identification (UBI) Number

The Vendor must provide its UBI number. A UBI number is a nine-digit number that registers the vendor with several State agencies and allows a vendor to do business in Washington State. Please visit the Washington State Department of Revenue's website below for more information on business registration requirements.

<http://dor.wa.gov/Content/DoingBusiness/RegisterMyBusiness/Default.asp>

If you do not have a UBI number, you must indicate in your response to this section as follows: "<Vendor Name> confirms that it will register for a UBI number within ten (10) Business Days of notification of contract award".

18.2.4 Insolvency; Bankruptcy

Provide information regarding the Vendor's solvency:

18.2.4.1 Has the Vendor filed or been petitioned into bankruptcy or insolvency? If yes, provide details.

18.2.4.2 Has the Vendor been cited or threatened with citation within the last five (5) years by Federal or any State regulators for violations of any Federal or State law and impending regulations? If yes, provide details, including the nature and outcome of the situation.

18.3 Business Description and Organization

18.3.1 Business Identification

The Vendor must provide an overview of the Vendor, including but not limited to the following:

- a) Vendor's name and address and main business location.
- b) State the location of the facility from which the Vendor will operate, the telephone, fax, and email address.
- c) Vendor's business start-up date.
- d) Summary of Vendor's pertinent expertise, skills, client base, and services that are available for the Project.

18.3.2 Company Officers

The Vendor must provide the names, addresses and telephone numbers of principal officers (President, Vice President, Treasurer, Chairperson of the Board of Directors, etc.).

State the name, the title or position, address, email address, fax, and telephone numbers of the individual who would have primary responsibility for the Project resulting from an RFP.

18.3.3 Legal Status

The Vendor must specify the legal status of the Vendor (sole proprietorship, partnership, corporation, etc.) and the year the entity was organized to do business, as the entity now exists. Vendor must also disclose whether the entity is currently a party to any merger or acquisition actions.

18.3.4 Previous State Contracts

If the Vendor or any party named previously contracted with the State of Washington during the past 24 months, the Vendor must indicate the name of the State agency, the contract number, and describe the work and/or provide other information available to identify the contract.

18.3.5 Former Employee Status

If any employee of the Vendor or Subcontractor was an employee of the State of Washington during the past 24 months, or is now an employee of the State of Washington, the Vendor must identify the individual by name, State agency previously or currently employed by, job title or position held, and separation date.

18.3.6 Sub-Contracting

If any functions will be performed by a Subcontractor, as that term is defined in **Appendix 1 Definitions**, the Subcontractors' resume(s) will display the word "SUB-CONTRACTOR" in bold letters clearly printed across the top of the first page. In addition, supply the Subcontractor's response to the information requested in **Section 19**.

18.3.7 Contract Terminations

If the Vendor or any of its Subcontractor(s) has had a contract terminated for default in the last five (5) years, describe such incident. "Termination for default" is defined as notice to stop performance due to the Vendor's non-performance or poor performance and the issue of performance was either not litigated due to inaction on the part of the Vendor, or (b) litigated and such litigation determined that the Vendor was in default.

If the Vendor or any of its Subcontractor(s) has had a contract terminated for convenience in the last five (5) years, describe such incident.

Submit full details of the terms for default. Identify the other party, its name, address, and telephone number. Present the Vendor's position on the matter.

WSDOT will screen the facts and may, at its sole discretion, reject the SOQ on the grounds of the past experience.

If the Vendor or any of its Subcontractor(s) has experienced no such termination for default in the past five (5) years, indicate accordingly.

19.0 Professional Qualifications (SOQ Section 5)

The purpose of this section is to present the qualifications of the team the Vendor proposes to complete the Washington State Roadway Toll Systems Project.

The Professional Qualifications section shall be limited to ten (10) pages.

19.1.1 SOQ Section 5A: Key Project Roles

The purpose of this section is to present the personnel to execute the Key Project Roles. Demonstrate why their experience makes these personnel uniquely qualified as a team to lead the Project. Also demonstrate that the Vendor understands how the experience of personnel in Key Project Roles will contribute to the overall success of the Project and meets WSDOT's Core Values and Project Goals defined in **Section 11**. Any individual person may fill more than one role.

The Vendor shall present personnel to execute the following Key Project Roles:

- Project Manager – Responsible for delivering the Project, including all Systems.
- Systems Engineer – Responsible for Vendor toll systems development and integration of toll and information technology systems, components and interfaces. Also will be responsible for management of the network architecture design and integration.
- Quality Manager – Responsible for assuring the Systems meet standards and requirements.
- Installation Manager – Responsible for all work in the field to install the Systems.
- Coordination Manager – Acts as a single point of contact with the associated civil construction project(s) for the duration of the contract. This person shall also have experience in both design and installation of Roadway Toll Systems.

Describe each role on the Project and demonstrate why the experience of the person filling this role makes him or her uniquely qualified. Also describe the experience of this person working with each other on previous projects. It is critical for this information to describe the experience of the personnel filling the Key Project Roles and demonstrate that they can successfully deliver the Project as described in **Section 12**.

This section should include the names, titles, and roles of personnel filling the Key Project Roles for the Project, as well as a detailed biography of relevant experience. This sub-section shall be limited to five (5) pages; the Resume Forms located in **Appendix 2** should be completed for each key person and shall be in addition to these total pages.

19.1.2 SOQ Section 5B: Vendor Experience

This section shall state why the Vendor is best qualified to ensure that Roadway Toll Systems are successfully completed and meet or exceed WSDOT's Core Values and Project Goals. The Vendor shall provide general project information and relate relevant project experience to WSDOT's Project Goals in a narrative fashion. Each relevant Core Value and Project Goal detailed in **Section 11** should be addressed within the areas of project experience.

The Vendor shall include all project experience related to the technologies, software, hardware, and services requested in this RFQ, including design, installation, integration testing, maintenance and operations of systems which illustrate the Vendor's prior experience with the technologies,

software, hardware, and services described in the Scope of Work (**Section 12**).

The Vendor shall demonstrate its involvement with all toll projects within the past five (5) years.

The Vendor must supply names, addresses, and telephone numbers of all non-Vendor owned business entities for which the Vendor has completed work within the last five (5) years using the form in **Appendix 3**. Include a brief description of the type of service provided. The Vendor must grant permission to WSDOT to independently contact the references at WSDOT's convenience. Failure to provide a complete listing may cause the SOQ to be rejected as non-responsive.

Appendix 3 provides a worksheet that must be completed for each of the references.

This section shall be limited to five (5) total pages not including experience reference forms.

20.0 Evaluation of Qualifications

This section outlines the scoring WSDOT will use for the RFQ phase of the procurement. If the information provided for an evaluation factor is not complete, WSDOT may eliminate the Vendor from further consideration. Scoring will be based on how well the qualifications respond to the requirements described in **Section 19** of this RFQ, WSDOT's Core Values and Project Goals described in **Section 11**, and information collected from project references. Past performance track records will be weighted heavily in the scoring. WSDOT reserves the right to contact references for individuals and projects other than those identified by the Vendor to evaluate past performance.

20.1 Scoring of Proposals

WSDOT will screen/evaluate each qualifications package submitted by the individual Vendors as described in **Sections 14, 16, 17, 18, and 19** of this RFQ, in conjunction with the WSDOT Core Values and Project Goals as described in **Section 11**, for determining the total score of the qualifications. **Table 3** in **Section 20.2** identifies the qualification factors that will be screened on a pass/fail basis. **Table 4** in **Section 20.3** identifies the maximum scoring for each Scoring Element by Qualification Category that will be evaluated.

20.2 Pass/Fail Screening Factors

If a Vendor receives a "pass" on all pass/fail evaluation factors, its qualifications will be further evaluated using the ranked criteria. If a Vendor fails on any single pass/fail

requirement, the qualifications may be rated as unacceptable, the ranked evaluation factors may not be scored, and at WSDOT's discretion the Vendor may not be included on the short-list.

Table 3– Qualifications Pass/Fail Screening

Qualifications Factor	Weight
– Receipt of Mandatory Letter of Intent to Submit SOQ by Due Date and Time	Pass/Fail
– Inclusion of Executive Summary	Pass/Fail
– Inclusion of Letter of Submittal	Pass/Fail
– Inclusion of Statewide Vendor Status Statement	Pass/Fail
– Inclusion of completed and signed Forms A- E	Pass/Fail
– Inclusion of Business and Financial Information	Pass/Fail

20.3 Scoring Element Evaluation

For submittals that advance beyond the initial pass/fail screening step, the Vendor Selection Committee will evaluate Vendor Qualifications in two qualification categories: Firm Experience and Personnel Experience.

Each member of the Evaluation Team will evaluate each qualification package and assign points to each evaluation criterion in this Section in conjunction with the WSDOT Core Values and Project Goals using the following rating system:

- a. **Excellent (5):** The qualifications submitted are considered to provide advantages, benefits, or added value to the Project and provide a consistently outstanding level of competency. In order to meet the minimum criteria to be scored as Excellent, the qualifications must be determined to have significant strengths and no appreciable weaknesses.
- b. **Very Good (4):** The qualifications submitted are considered to provide advantages, benefits, or added value to the Project and offers a generally better than acceptable competency. In order to meet the minimum criteria to be scored as Very Good, the qualifications must be determined to have strengths and no significant weaknesses.
- c. **Good (3):** The qualifications submitted are considered to offer an acceptable level of competency. In order to meet the minimum criteria for consideration to be scored as Good, the qualifications must be determined to have strength, even though weaknesses exist.
- d. **Fair (2):** The qualifications submitted are considered to contain significant weaknesses and only minor strengths.

- e. **Poor (1):** The qualifications submitted are considered to contain significant weaknesses and no appreciable strengths.
- f. **Non compliant (0):** The qualifications submitted are considered to be non compliant or non responsive.

Scores from each reviewer will be averaged to produce a composite score for each evaluation criterion. Scores for the criteria will then be weighted in order to arrive at a score for the overall qualifications category.

A summary of the points for the sections is as follows:

Table 4– Qualifications Scoring Element Evaluation

Qualifications Category	Maximum Weighted Score
Firm Experience	
– Technical Experience	200
– Management Experience	200
Firm Experience Total	400
Experience of Personnel in Key Project Roles	
– Project Manager	200
– Installation Manager	100
– Systems Engineer	100
– Quality Manager	100
– Coordination Manager	100
Personnel Experience Total	600
Qualifications Total	1000

20.3.1 Firm(s) Experience

Technical Experience

ORT Transaction assembly
 HOT/multiple toll point - lane trip assembly
 OCR
 Demonstrated toll-system accuracy
 System replacement/installation under live traffic conditions
 Integrate to systems done by others
 Safety planning and execution
 Flexible and Scalable system
 Test facility that replicates deployment conditions
 Operations and maintenance

Management Experience

Meet scope, schedule and budget
Multiple simultaneous deployments
Coordination and communication plans and execution
Schedule approach and management
Subcontracting approach - including selection, communication, and management
Coordination with Civil Designers and Contractors
Federal funding environment
Collaborative issue resolution

20.3.2 Experience of Personnel in Key Roles

20.3.2.1 Project Manager

Overall Experience

ORT Transaction assembly
HOT/multiple point -lane trip assembly
Training and Certifications
Years of service with firm and industry
System operations and maintenance

Role-Specific Experience

Leadership of multi-disciplinary groups
Concurrent project deployment
Meet scope, schedule and budget
Responsiveness and availability
Collaborative issue resolution

20.3.2.2 Installation Manager

Overall Experience

ORT Transaction assembly
HOT/multiple point -lane trip assembly
Training and Certifications
Years of service with firm and industry
System operations and maintenance

Role-Specific Experience

Project installation oversight
Field safety
Leadership of multi-disciplinary groups
Management of Sub-consultants and subcontracts

Responsiveness and availability
Collaborative issue resolution

20.3.2.3 **Systems Engineer**

Overall Experience

ORT Transaction assembly
HOT/multiple point -lane trip assembly
Training and Certifications
Years of service with firm and industry
System development and testing

Role-Specific Experience

Systems development management
Integration oversight
Leadership of multi-disciplinary groups
Responsiveness and availability
Collaborative issue resolution

20.3.2.4 **Quality Manager**

Overall Experience

ORT Transaction assembly
HOT/multiple point -lane trip assembly
Training and Certifications
Years of service with firm and industry
System development and testing

Role-Specific Experience

Independent authority
Subcontractor oversight
Responsiveness and availability
Collaborative issue resolution

20.3.2.5 **Coordination Manager**

Overall Experience

ORT Transaction assembly
HOT-lane trip assembly
Training and Certifications

Years of service with firm
System design and installation
Roadway design and construction

Role-Specific Experience

Leadership of multi-disciplinary groups
Subcontractor oversight
Responsiveness and availability
Collaborative issue resolution
Design / construction experience

21.0 Prequalification Awards and Debriefing

21.1 Notification of Successful Vendors

WSDOT will notify the Vendors who are prequalified via email followed by formal letters of prequalification.

21.2 Notification to Unsuccessful Vendors

Vendors whose RFQs have not been selected will be so notified via email.

21.3 Debriefing of Unsuccessful Vendors

Vendors that submitted an SOQ and were not selected will be given the opportunity for a debriefing conference. The WSDOT RFQ Administrator must receive the request for a debriefing conference within five (5) Business Days after the notification is sent to the unsuccessful Vendor. The debriefing shall be held within five (5) Business Days of the request.

Discussion will be limited to WSDOT's evaluation of the requesting Vendor's SOQ. Comparisons between responses or evaluations of the other SOQs will not be allowed. Debriefing conferences may be conducted in person or on the telephone and will be scheduled for a maximum of one (1) hour.

21.4 WSDOT Right to Withdraw Prequalification

WSDOT reserves the right to withdraw the letter of prequalification prior to issuing the request for proposal for the following reasons:

- a receiver is appointed to take possession of Vendor's assets,
- the Vendor makes a general assignment for the benefit of creditors
- the Vendor becomes insolvent
- the Vendor takes or suffers action under the federal Bankruptcy Act

In such event, WSDOT may, in its sole judgment, issue a letter of prequalification to the next ranked Vendor as a result of the SOQ evaluation.

22.0 Protest Procedures

This section sets forth the exclusive protest remedies available with respect to this RFQ. Each Vendor, by submitting its SOQ, expressly recognizes the limitation on its rights to protest contained herein, expressly waives all other rights and remedies and agrees that the decision on any protest, as provided herein, shall be final and conclusive unless wholly arbitrary and capricious. These provisions are included in this RFQ expressly in consideration for such waiver and agreement by the Vendors. Such waiver and agreement by each Vendor are also consideration to each of the other Vendors for making the same waiver and agreement.

WSDOT shall not be liable for damages to the Vendor filing the protest or to any participant in the protest, on any basis, express or implied.

22.1 Protests Regarding RFQ Prior to Submission

Vendors may protest the terms of this RFQ prior to the time for submission of SOQs on the grounds that the RFQ unduly constrains competition or contains inadequate or improper criteria. Protests regarding this RFQ shall be filed only after the Vendor has informally discussed the nature and basis of the protest with the WSDOT RFQ Administrator in an effort to remove the grounds for protest. Protests regarding this RFQ shall completely and succinctly state the grounds for protest and shall include all factual and legal documentation in sufficient detail to establish the merits of the protest. Evidentiary statements, if any, shall be submitted under penalty of perjury.

Protests regarding this RFQ shall be filed as soon as the basis for protest is known to the Vendor, but in any event it must be actually received no later than ten (10) Calendar Days before the SOQ due date, provided that protests regarding an Amendment to this RFQ shall be filed and actually received by WSDOT no later than five (5) Calendar Days after the Amendment to this RFQ is issued (or no later than the SOQ due date, if earlier). The RFQ process may continue pending the filing of any such protest.

The written protest must be filed by hand delivery or courier to the WSDOT RFQ Administrator identified in **Section 7.1** herein. The WSDOT RFQ Administrator must immediately forward a copy of the protest to the policy and planning unit of the Washington State Department of Information Systems (DIS). The WSDOT RFQ Administrator must also reply to the Vendor with a proposed solution and advise DIS of its reply. If the Vendor rejects the proposed solution, the Vendor may appeal WSDOT's decision to DIS. DIS may direct modification of the RFQ requirements or the schedule, direct withdrawal of the RFQ, or may take other appropriate steps. The DIS decision is final and no further administrative appeal is available.

The failure of a Vendor to raise the grounds for a protest regarding this RFQ within the applicable period shall constitute an unconditional waiver of the right to protest the

terms of this RFQ and shall preclude consideration of that ground in any protest of qualification of a Vendor, unless such ground was not, and could not, have been known to the Vendor in time to protest prior to the final date for such protests.

22.2 Protests Regarding Responsiveness and Short-listing

A protest of the prequalification awards may be made after WSDOT has announced the Prequalified Vendors and after the protesting Vendors have had a debriefing conference with WSDOT as provided in **Section 21.3** herein.

22.2.1 Grounds for Protest

Protests may be made on only these grounds:

- a. Arithmetic errors were made in computing the score.
- b. WSDOT failed to follow procedures established in the RFQ, the IT Investment Policy, the IT Investment Standards, or applicable state or federal laws or regulations.
- c. There was bias, discrimination, or conflict of interest on the part of an evaluator.

22.2.2 Procedure for Protest

A Vendor must file a written protest with WSDOT within five (5) Business Days after their debriefing conference. WSDOT must immediately notify DIS of receipt of the protest. WSDOT must also postpone further steps in the acquisition process until the protest has been resolved.

A protest shall be in writing, shall contain the facts and arguments upon which the protest is based, and shall be signed by a person authorized to bind the Vendor to a contractual relationship. At a minimum, this information shall include:

- a. The name of the protesting Vendor, its mailing address and phone number, and the name of the individual responsible for submission of the protest.
- b. The RFQ name and number and reference to WSDOT as the issuing agency.
- c. Specific and complete statement of WSDOT's action(s) being protested.
- d. Specific reference to the grounds for the protest.
- e. Description of the relief or corrective action requested.

Protests shall be addressed to:

Director, Office of Information Technology
Washington State Department of Transportation
7345 Linderson Way SW
Tumwater, WA 98501-7430

The Vendor shall also forward a copy to the WSDOT RFQ Administrator at the same time the protest is sent to the Office of Information Technology Director.

Upon receipt of a protest, a protest review will be held by WSDOT. Individuals not involved in the protested acquisition will objectively review the written protest material submitted by the Vendor and all other relevant facts known to WSDOT. All available facts will be considered, and the Director, Office of Information Technology, or his/her delegate will issue a decision within five (5) Business Days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay within five (5) Business Days of receipt of the protest.

22.2.3 Procedure for Appeal

If the protesting Vendor is not satisfied with the WSDOT's decision, it may appeal to the Washington State Department of Information Service (DIS). Written notice of appeal to DIS must be received by DIS within five (5) Business Days after the Vendor receives notification of the WSDOT's decision.

The notice of appeal shall be in writing, shall contain the facts and arguments upon which the appeal is based, and shall be signed by a person authorized to bind the Vendor to a contractual relationship. At a minimum, this information shall include:

- a. The name of the protesting Vendor, its mailing address and phone number, and the name of the individual responsible for submission of the protest.
- b. The RFQ name and number and reference to WSDOT as the issuing agency.
- c. Specific request for appeal and the basis for making the appeal.
- d. Description of the relief or corrective action requested.
- e. The original protest to WSDOT and any subsequent correspondence between WSDOT and the Vendor.
- f. WSDOT's decision relating to the original protest.

In conducting its review, DIS will consider all available relevant facts and resolve the appeal in one of the following ways:

- a. Find that the protest lacks merit thereby upholding WSDOT's action;
- b. Find only technical or harmless errors in WSDOT's acquisition process, determining the agency to be in substantial compliance, and therefore rejecting the protest; or
- c. Find merit in the protest and provide options to WSDOT, including:
 1. Correcting errors and re-evaluating all Responses;
 2. Reissuing the RFQ; or

3. Making other findings and determining other courses of action as appropriate.

DIS will issue a written decision within five (5) Business Days after receipt of the notice of appeal, unless more time is needed. The protesting Vendor will be notified if additional time is necessary. DIS's determination is final, and no further administrative appeal is available.

END OF RFQ MAIN BODY

APPENDIX 1 – DEFINITIONS

The following terms shall have the meanings set forth as below.

“Additional Roadway Toll Systems” shall mean the design, installation, integration, testing, operation and maintenance of additional Roadway Toll Systems on up to two (2) State Highways located in Western Washington that would be one of the following:

- Single-location toll System that covers twelve (10) lanes of bidirectional traffic;
- Single lane HOT Lane System with approximately ten (10) toll points;
- Two-lane HOT Lane System with approximately ten (10) toll points.

“Amendment” shall mean the modification, amendment, alteration, addition, deletion, or waiver of any term or condition of this RFQ as set forth in writing by the WSDOT RFQ Administrator and signed by authorizing staff.

“Business Days” shall mean Monday through Friday, 8:00 a.m. to 5:00 p.m., Pacific Time, except for holidays observed by the State of Washington.

“Calendar Days” shall mean shall mean a day reckoned from midnight to midnight.

“Customer Service Center” or “CSC” shall mean the WSDOT statewide toll collection customer account management system and services procured and provided under separate contract.

“Federal” shall mean the United States government.

“Good To Go! TM” shall mean the name of WSDOT’s Electronic Toll Collection System.

“High Occupancy Toll (HOT) Lanes” or “HOT Lanes” shall mean a managed lane that combines HOV and pricing strategies by allowing vehicles that do not meet HOV occupancy (or other toll-exempt requirements) to gain access to HOV lanes by paying a toll.

“High Occupancy Vehicle” or “HOV” shall mean a vehicle as defined in WAC 468-510-010, including but not limited to, public agency bus or vanpool or a carpool vehicle with minimum occupancy requirements that may vary from two to four persons depending upon the posted roadway HOV signage.

“I-405 Express Toll Lanes” shall mean the section of I-405 included in the I-405, Bellevue to Lynnwood Improvement Project, which begins on I-405 at NE 6th Street in Bellevue, Washington (milepost (MP) 13.5) at the southern limit, and extends approximately 17 miles to I-5 in Lynnwood, Washington (MP 30.0) at the northern limit.

“Interface Control Document” or “ICD” shall mean the document that defines the file formats and related business rules for processing data and / or Toll Transactions.

“Key Project Roles” shall mean the personnel the Vendor has committed to the key roles of the Project as detailed in **Section 19** of the RFQ.

“Laws and Regulations” shall mean all applicable laws, codes, ordinances, rules, restrictions, regulations, and orders of the Federal, State, regional, or any local government, and any judicial or administrative order or decree.

“Open Road Tolling” or “ORT” shall mean the automated collection of tolls on a toll facility where no toll booths are present and vehicles are allowed to travel at normal speeds while passing under the tolling gantries.

“Prequalified Vendor” shall mean the Vendors who, through this RFQ process, have been determined to be the most highly qualified Vendors to provide Roadway Toll Systems in the State and who are eligible to compete for the Project in the event WSDOT requests proposals for the Project.

“Photo Tolling” shall mean a system that takes photographs, digital photographs, microphotographs, videotapes, or other recorded images of the vehicle and vehicle license plate only for the purposes of electronic toll collection.

“Project” shall mean the design, installation, integration, testing, operation and maintenance of Roadway Toll Systems on the following facilities: I-405 Express Toll Lanes, SR 99 Tunnel, SR 520 Replacement Bridge, and SR 16 Tacoma Narrows Bridge. The Project may also include the design, installation, integration, testing, operation and maintenance of the Additional Roadway Toll Systems.

“RCW” shall mean the Revised Code of Washington.

“Request for Proposal” or “RFP” shall mean a document issued by WSDOT, if any, soliciting proposals from Prequalified Vendors for the Project.

“Request for Qualifications” or “RFQ” shall mean this Request for Qualifications used as a solicitation document to establish a list of Vendors qualified to submit proposals in response to a possible Roadway Toll System RFP, including all appendices, exhibits, attachments, and Amendments hereto.

“Roadway Toll System” shall mean the fully functional system used on a designated roadway that works in conjunction with the CSC and uses various communications and electronic technologies to facilitate the collection of Tolls based on radio transmissions from motor vehicles and other automatic identification or classification of vehicles from which information is gathered to charge the appropriate Toll to the customer accounts.

“SR 16 Tacoma Narrows Bridge” or “TNB” shall mean the 3.4 miles of roadway including the bridge and ORT and cash-collection toll system, beginning at Jackson Avenue NW in Tacoma, Washington and ending at 36th Street NW in Gig Harbor, Washington.

“SR 99 Tunnel” shall mean State Route 99 from approximately Holgate Street to Highland Drive located in Seattle, Washington.

“SR520 Replacement Bridge” shall mean the approximately 12.8-mile SR 520 Bridge Replacement, beginning at Interstate 5 in Seattle, Washington and extending to SR 202 in Redmond, Washington that will replace the existing SR 520 floating bridge, as well as, the single-point ORT toll collection system at the bridge’s western high rise.

“State” shall mean the State of Washington.

“Subcontractor” shall mean a person, partnership, company, or other organization which is not in the employment of or owned by Vendor, that may perform all or part of Vendor’s responsibilities under the Project, pursuant to a separate contract entered into by and between the Subcontractor and of the Vendor. The term “Subcontractor” means a Subcontractor of any tier.

“System” shall mean the fully functional Roadway Toll System including all associated appurtenances on potentially the following six (6) facilities: I-405 Express Toll Lanes, SR 99 Tunnel, SR 520 Replacement Bridge, SR 16 Tacoma Narrows Bridge, and the Additional Roadway Toll Systems.

“Toll” shall mean the charge for use of the State’s roadways.

“Transponder” shall mean an identification unit attached to a toll customer’s vehicle that will automatically identify the toll customer’s vehicle as it passes through the toll facility.

“Vendor” shall mean the entity submitting an SOQ to this RFQ, its employees and agents, any Subcontractor, firm, provider, organization, individual, or other entity who Vendor indicates will perform any or all of Vendor’s responsibilities under the Project.

“Vendor Selection Committee” shall mean the group of WSDOT employees designated to review and score the SOQs.

“Washington State Department of Transportation” or “WSDOT” shall mean Washington State Department of Transportation, any division, section, office, unit or other entity within Washington State Department of Transportation, and any of the officers or other officials lawfully representing the Washington State Department of Transportation.

“WSDOT RFQ Administrator” shall mean the WSDOT employee designated to receive all inquiries, SOQs, and other verbal or written communication and correspondence concerning the RFQ.

APPENDIX 2 - RESUMES OF PERSONNEL FILLING KEY PROJECT ROLES



WASHINGTON STATE DEPARTMENT OF TRANSPORTATION
ADMINISTRATIVE SERVICES CONTRACTS OFFICES

POSITION: NAME

Resumes of personnel filling Key Project Roles shall follow the format below. Complete this form for each person and delete this text box.

Responsibilities:

- XX
- XX
- XX
- XX

Project A: City, State, Position

Summary of Qualifications:

Project B: City, State, Position

Project C: City, State, Position

Relevant Experience:

Project D: City, State, Position

Education, Training and Certification:

APPENDIX 3 – TOLL COLLECTION SYSTEM EXPERIENCE

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

EXHIBIT A – RECEIPT OF AMENDMENTS

ACKNOWLEDGMENT OF RECEIPT OF AMENDMENTS

(Name of Submitter _____)

We hereby acknowledge receipt of the “Request for Qualifications ACQ-2011-0701-RFQ for Washington State Roadway Toll Systems” RFQ dated _____, and subsequent Amendments and responses to questions by the Washington State Department of Transportation as follows:

AMENDMENT No.

Date Issued:

_____	_____
_____	_____
_____	_____

**Response to
Question Set No.**

Date Issued:

_____	_____
_____	_____
_____	_____

(Signed-Printed or Typed Name)

(Date)

(Title)

EXHIBIT B – SUBMITTAL CHECKLIST

Submittal Checklist

Proposal Requirement	Section	Compliance
Vendor has not approached anyone other than RFQ Administrator to discuss the RFQ.	7.2	
SOQ response has not been sent by fax or e-mail communication.	7.2, 14.1	
SOQ addresses all requirements of the RFQ.	14.6	
Letter of Intent to Submit with the required information was submitted to the RFQ Administrator on time.	6.2, 8.0	
SOQ is organized into the sections specified in the RFQ.	14.6	
Executive Summary – 2 originals and 14 copies submitted	14.6	
Administrative Statement – 2 originals submitted	14.6	
Business and Financial Information – 2 originals submitted	14.6	
Electronic copy of the SOQ (unlocked and unencrypted) has been provided on CD-ROM, formatted in Microsoft Word 2003 or newer	14.7	
Original SOQs have original signatures where required, are single-sided, and bound by three-ring binders	14.7	
Copies of SOQs are double-sided and bound by three-ring binders	14.7	
SOQ Section 1 Executive Summary provided as requested (limited to 2 pages)	16	
SOQ Section 2 Administrative Statement provided as requested, including:	17	
- Letter of Submittal (limited to 3 pages)	17.1	
- Statewide Vendor Status	17.2	
- Signed Required Exhibits A - F	17.3	
SOQ Section 3 Business and Financial Information provided as requested, including:	18	
- Financial Statements	18.2.1	
- Federal Employer Tax Identification Number	18.2.2	
- Washington Uniform Business Identification Number	18.2.3	
- Insolvency; Bankruptcy	18.2.4	
- Business Identification	18.3.1	
- Company Officers	18.3.2	
- Legal Status	18.3.3	
- Previous State Contracts	18.3.4	
- Former Employee Status	18.3.5	
- Sub-Contracting	18.3.6	
- Contract Terminations	18.3.7	
-		
SOQ Section 4 Professional Qualifications provided as requested, including:	19	
- Key Project Roles – Include completed Appendix 2	19.1.1	
- Vendor Experience – Include completed Appendix 3	19.1.2	

EXHIBIT C – STATE CERTIFICATIONS AND ASSURANCES



WASHINGTON STATE DEPARTMENT OF TRANSPORTATION
ADMINISTRATIVE SERVICES CONTRACTS OFFICES

STATE CERTIFICATIONS AND ASSURANCES

I/we make the following certifications and assurances as a required element of the SOQ to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the prequalification award or continuation of the related request for proposal and Contract(s), if any:

The data has been determined independently, without consultation, communication, or contact with others for the purpose of restricting competition, as to any matter relating to such prices with any other Vendor. However, I/we may freely join with other persons or organizations for the purpose of presenting a single RFQ.

The attached RFQ is a firm offer for a period of one hundred eighty (180) Calendar days following the due date of the SOQ, and it may be accepted by Washington State Department of Transportation (WSDOT) without further negotiation at any time within the one hundred eighty 180-day period. In the case of protest, the protester's SOQ remains valid until the protest is resolved or the one hundred eighty (180) day-period expires, whichever is later.

In preparing this SOQ, I/we have not been assisted by any current or former employee of the state of Washington whose duties relate (or did relate) to this RFQ or prospective request for proposal or contract, if any, and who was assisting in other than his or her official, public capacity. Neither does such a person nor any member of his or her immediate family have any financial interest in the outcome of this SOQ. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)

I/we understand that WSDOT will not reimburse me/us for any costs incurred in the preparation of this SOQ. All SOQs become the property of WSDOT, and I/we claim no proprietary right to the ideas, writings, items, or samples. Submission of the attached SOQ constitutes a contract to abide by the procedures described in the RFQ document.

No attempt has been made or will be made by the Vendor to induce any other person or Vendor to submit or not to submit a SOQ for the purpose of restricting competition.

Signature/Title

Vendor Name

Printed Name

Date

**EXHIBIT D – CERTIFICATION REGARDING DEBARMENT AND
SUSPENSION**



WASHINGTON STATE DEPARTMENT OF TRANSPORTATION
ADMINISTRATIVE SERVICES CONTRACTS OFFICES

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS-PRIMARY COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

Unless otherwise permitted by law, any person or entity that is debarred, suspended or voluntarily excluded may not participate in any federally assisted project, either as a participant or as a principal, during the period of debarment, suspension, or voluntary exclusion. To meet this requirement, a certification process has been established by 49 C.F.R. Part 29.

- (1) The Vendor/Subcontractor certifies to the best of its knowledge and belief, that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded by any Federal department or agency;
 - (b) Have not within a three- year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the defenses enumerated in paragraph (1) (b) of this certification;
 - (d) Have not within a three-year period preceding this proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the Vendor/Subcontractor is unable to certify to any of the statement in this certification, such Vendor/Subcontractor shall attach an explanation to this proposal.

WSDOT Acquisition No. ACQ-2011-0701-RFQ

Signature/Authorized Certifying Official

Date Signed

Name and Title

Vendor Name

EXHIBIT E – ORGANIZATIONAL CONFLICTS OF INTEREST



WASHINGTON STATE DEPARTMENT OF TRANSPORTATION
ADMINISTRATIVE SERVICES CONTRACTS OFFICES

**ORGANIZATION CONFLICTS OF INTEREST CERTIFICATION,
DISCLOSURE AND AVOIDANCE/NEUTRALIZATION PLAN**

Name of Vendor / Vendor Team:

Organizational Conflicts of Interest Certification

My signature below certifies that, prior to submitting the SOQ, the Vendor has conducted an internal review of the Vendor team members to identify any potential, real, or perceived Organizational Conflicts of Interest (“OCOI”) relative to the anticipated procurement as generally described in WSDOT’s **Organizational Conflicts of Interest Manual M 3043.01**.

I further certify that “*Organizational Conflicts of Interest Disclosure and Avoidance/Neutralization Plan*” forms are attached for any real or potential organizational conflict of interest, as listed below, for all Vendor team members. Vendor team members include Vendor’s chief executives, directors, personnel filling Key Project Roles and Vendor’s proposed Subcontractors/Consultants at any tier.

List name of person(s) or firm(s) potentially conflicted (if any).

Signed _____ Date _____

Printed Name and Title _____

Organizational Conflicts of Interest Disclosure and Avoidance/Neutralization Plan

This disclosure statement outlines potential organizational conflicts of interest, either real or apparent, which as a result of activities or relationships with other persons or entities, such person or entity:

1. is unable or potentially unable to render impartial assistance or advice to WSDOT; or
2. is or might be otherwise impaired in its objectivity in performing the contract work; or
3. has or appears to have an unfair competitive advantage.

SECTION I of this disclosure statement describes the potential Organizational Conflicts of Interest. SECTION II of this disclosure statement describes the management plan for avoiding or neutralizing the potential Organizational Conflicts of Interest as described in SECTION I of this disclosure statement.

I acknowledge that the Washington State Department of Transportation (WSDOT) may require revisions to the OCOI Plan described in SECTION II of this disclosure statement prior to concurrence, and that WSDOT has the right, in its sole discretion, to limit or prohibit my involvement in the Project as a result of the potential conflicts of interest described in SECTION I of this disclosure statement.

SECTION Ia - Name of Person(s) or Firm(s) Potentially Conflicted

SECTION Ib - Description of Potential Organizational Conflict of Interest

SECTION II - Plan for Avoiding, Mitigating or Neutralizing OCOI

Signed _____ Date _____

Printed Name and Title _____

WSDOT Concurrence (for WSDOT use only)

Signed _____ Date _____

Printed Name and Title _____